



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF ADMINISTRATIVE SERVICES JOB OPPORTUNITY COLLECTION SERVICES ASSISTANT DIRECTOR RECOVERY UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees who meet the Minimum Qualifications, including General & Special Experience

Location: 165 Capitol Avenue, Hartford, CT

Job Posting No: 3448-CSAsstDir

Hours: 40 Hours Per Week / 8:00AM – 4:30PM

Salary: MP68 / Salary Range: \$97,648 - \$133,153

Closing Date: Extended to June 30, 2016

The Collection Services Assistant Director position in the Recovery Unit directs the operations of staff assigned to teams who engage in the filing of claims and liens against the proceeds from causes of action, insurance claims, inheritances and decedent estates. These claims are for reimbursement for services provided by the Departments of Social Services, Mental Health and Addiction Services, Developmental Services, Children and Families, and Corrections. In addition, this unit administers the State and Federal Tax Intercept Programs and is responsible for the recovery of Public Assistance overpayments made to individuals on cash and SNAP programs that are referred to the agency by the Department of Social Services.

Eligibility Requirement: The exam for this classification has been waived. In order to be considered for this vacancy, candidates must possess the minimum qualifications required-including the general/special experience listed below. You must specify your qualifications in your application package.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skills and Abilities: Knowledge and ability to apply management principles and techniques; knowledge of and ability to apply relevant state and federal laws, statutes and regulations; knowledge of principles and practices of public administration as it pertains to Collection Services; knowledge of healthcare reimbursement methodology and estate and lien enforcement processes; knowledge of governmental accounting and budgeting; interpersonal skills; oral and written communication skills; ability in preparation of financial and statistical reports.

General Experience: Nine (9) years experience in hospital billings and collection of accounts, estate management, investigating determination of claims, business or public administration.

Special Experience: Two (2) years of the General Experience must have been in a supervisory or managerial capacity at the level of Reimbursement Team Leader or above.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.
3. A Law degree may be substituted for one (1) additional year of the General Experience.

Preferred Skills and Abilities:

- Understanding of state and federal laws regulating the liability of individuals for services provided by a wide variety of state and federal programs;
- Proven supervisory experience and leadership ability;
- Must have experience with public assistance programs and the use of associated state systems.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a CT-HR12 Application for Employment, a resume (stating their qualifications), and copies of their 2 most recent performance evaluations/PARS, to:

DEPARTMENT OF ADMINISTRATIVE SERVICES
S.m.A.R.T./DAS HUMAN RESOURCES
165 Capitol Avenue
Hartford, CT 06106
ATTN: Susan Turko, Human Resources Specialist
OR
FAX to: 860-622-2835 (*Preferred Method*)
OR
EMAIL to: susan.turko@ct.gov

**INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 06/30/2016 WILL NOT BE
CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.